REPORT TITLE

STUDENT'S NAME

Date — Course title — Teacher's name

INSTRUCTIONS

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book.

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THE PROCESS

HEADING FIVE

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The course will begin on and cover:

Project Management Micro Masters Program – Rochester Institute of Technology (RIT)
Introduction to Project Management – University of Adelaide

WEEK 1: What is Project Management

WEEK 2: The Initiation Phase

WEEK 3: Understanding the Planning Phase

WEEK 4: Determining Project Risk

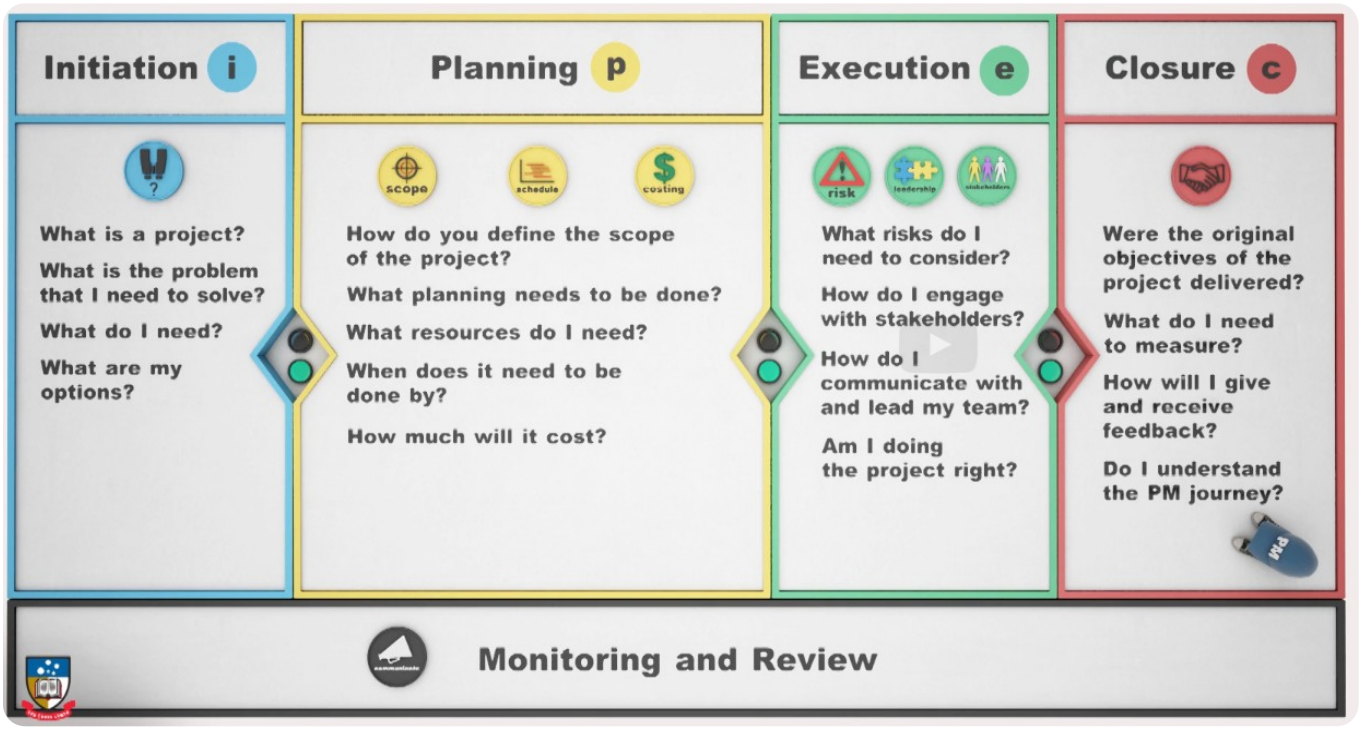
WEEK 5: Project Teams and Communication

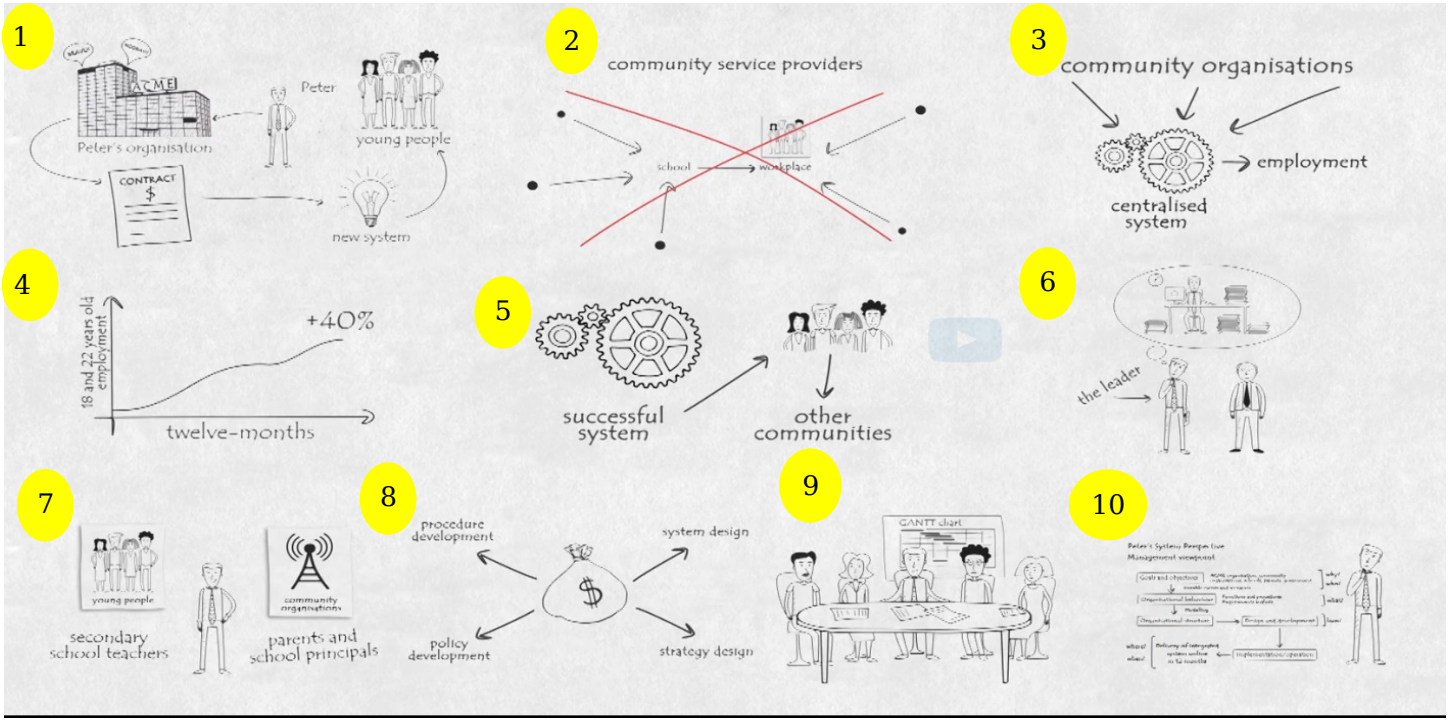
WEEK 6: Bringing it all together

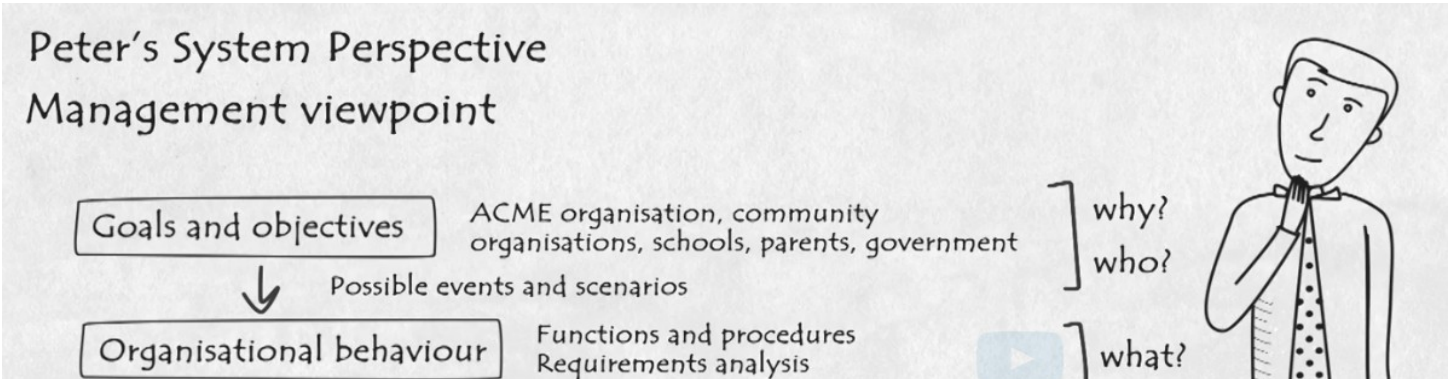
WEEK 1: What is Project Management

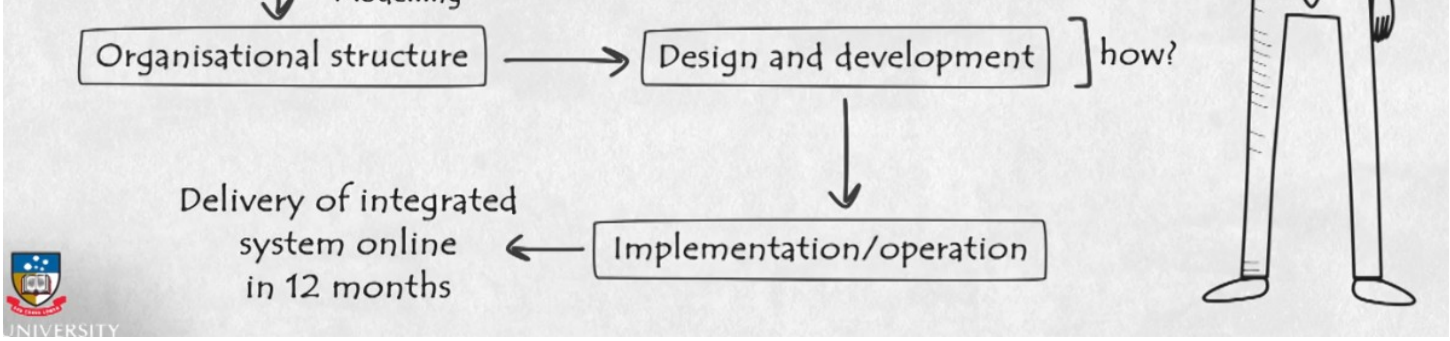
1. clearly identifying what the project is,
2. what outcome will be
3. the people who are delivering it
4. level of planning
5. what is the time frame?

6. how much cost and resources do we have
7. mange all the aspect clearly and carefully called the project management


Initiation i
What is a project?
What is the problem that I need to solve?
What do I need?
What are my options?
Planning p
scope
schedule
costing
How do you define the scope of the project?
What planning needs to be done?
What resources do I need?
When does it need to be done by?
How much will it cost?
Execution e
risk
leadership
stakeholders
What risks do I need to consider?
How do I engage with stakeholders?
How do I communicate with and lead my team?
Am I doing the project right?
Closure c
Were the original objectives of the project delivered?
What do I need to measure?
How will I give and receive feedback?
Do I understand the PM journey?
Monitoring and Review







Another two project was

1- A DYA project for home for a new kitchen development she don't know what and where do start
2- Anna an event management developer whose client don't know what they do so the communication is the crucial role here
3- Another is **our p**roject peter problem who is a new commerce

Element of project management

Projects can be large or small. They can be fairly simple and straightforward, or quite complex and time consuming.

Key feature of the project management

First character is

What is the starting and ending date(it's a temporary and the project manager has to complete with in the time period

Second character is

Achive a goal an outcome

every project has a purpose — it's meant to **accomplish something specific**.

- A **project** isn't just random work. It's a **planned effort** with a **clear goal**.
- That goal could be anything: building a house, launching a website, writing a book, or organizing an event.
- The phrase **"by the end of the project life cycle"** means that when all the work is done, the goal should be **completed or achieved**.

Example

Imagine you're working on a school science fair project:

- Your goal is to **build a volcano model** and **present your findings**.
- Once you've built it and given your presentation, the project is **complete** — you've achieved the outcome.

So, the key idea is: **a project always leads to a result** — something finished, delivered, or accomplished.

Note- Goal out come shows on the peters above image

The third character is
project provides benefit or value to the recipient.

This statement is saying that **a project should create something useful or valuable for someone** — usually the person, group, or organization it's meant for.

- The **recipient** is the one who gets the result of the project. It could be a customer, a company, a community, or even yourself.
- The **benefit or value** could be:
  - Saving time or money
  - Solving a problem
  - Improving something
  - Creating something new or helpful

Example

Let's say you're working on a project to build a mobile app for a local bakery:

- The **recipient** is the bakery.
- The **value** is that the app helps them take online orders, reach more customers, and grow their business.

So, this characteristic reminds us that a project isn't just about doing tasks — it's about making a **positive impact** for someone.

Would you like help thinking through a project idea of your own and how it could provide value?

Forth character allocate resources that need to be skillfully used.

WEEK 2: The Initiation Phase

1. in this phase that you identify risks, stakeholders,

What skill makes a good project manager

DR. ANTON JORDAAN: Being a good project manager requires a set of core skills to help you manage a project efficiently and effectively. The manner in which you communicate and engage with people, as well as your ability to lead, plan, and solve problems, are integral to achieving the outcomes of your project. The following activity will help assess your current skills against the five dimensions of successful people project managers. These dimensions are leadership, communication, dealing with uncertainty, problem solving, and planning.

https://www.behance.net/gallery/190898567/TARS-desk-lamp?tracking_source=search_projects|study+table+light+industrial+design&l=24

The first is around the difference between project sponsors and project owners.

The simple answer is that a project sponsor is a person but gives permission for or approves a project that needs to be completed. In other words it may be your boss or your manager giving you a project to complete.

A project owner is a person that initiates a project. As an example, if you independently choose to start or do your own project, you are the project owner.

what is a high-level plan.

Think about the high-level plan as the overview of **key points** that define what the project is about. Who will be involved in completing the project and the **key success factors.**

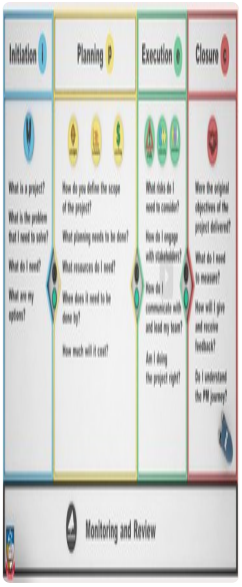
I always tell my students that it is a birds-eye view on the project, which means that the project manager can have a whole picture off the project before he or she starts breaking it down to smaller achievable goals.

It is also worth noting that high-level plan can be referred to as a project brief or a project charter.

what is my project? What is the project problem and what do I need to solve? Am I doing the right project? And what are my options?

Project management canvas

Where do we start? Well, project management begins with initiation. This is often the shortest, but a very important part of the journey, as it lays the foundation for the rest of the process. During this phase, you will need to consider the following questions.



What is a project?
What is the problem that I'm looking to solve?
What do I need?
And what are my options?

Once you have adequately addressed these questions and you are clear on what you need to do, you will receive the green light to move on to the next phase.

Applying the process
-At this point, let's pause for a moment and consider Janet's DIY project at home, where she wants to redo her kitchen floor. The first thing she should do is develop an overall perspective of the project.

-In other words, she needs to set some objectives and determine her actions. From the outset, she needs to determine what the project involves, how long it will take her to complete it, and what alternatives exist to complete this project.

- Janet needs to understand that this project is not only about retiling her kitchen floor, but also involves other activities before she can do this, like removing the current flooring. In order to plan for all task in the project, she needs to consider all aspects that will impact the work.

- Initiation is the first step of the project management life cycle, and it is in this phase where you need to determine the objectives and deliverables of your project. A deliverable is usually considered to be something tangible, to be provided at a specified date, and is part of the overall project.

-Initiation is often the shortest, but a very important phase, because you lay down the foundations of the project at this point. It is in this phase you will need to address the following issues. Is this a project? What is the problem that I need to solve? What do I need? And what are my options? Now let's see how we can make these questions a little more tangible. Start by clearly defining what a project is. In other words, decide on what the project requires you to do.

-Does it have a defined start and end date? Building a house, completing an academic thesis, or tiling a kitchen are all projects as measured by this criterion. Determine what the problem is that needs to be solved. Usually a project has come about as a result of a problem that has been identified.

- So if for example, you are tiling a kitchen, the initial problem could be unattractive or chipped tiles that need to be removed before you can then lay the new ones. Consider the resources you need to undertake the project.

- This might include human resources, materials, equipment, and anything else you need to ensure you can complete the project within the set time frame. Take time to consider your options in undertaking the project.

-There are usually multiple ways to approach a project. Consider different options of achieving the same outcome. You may need to think about how you use or combine resources to complete the project. You can then set objectives to complete the task. When you have sufficient clarity regarding these issues, you will have a green light to move into the planning phase. Remember, good initiation prepares you for the planning phase of the project.

Anne, the events manager. Let's deal with the first question. Is this a project? In this scenario Anne is planning a wedding for her clients. The bride and groom to be, who are her key stakeholders, have provided Anne with the objectives that need to be achieved together with a number of deliverables. Moreover, there is a defined start and end date to have the project completed. Therefore, from the outset, Anne can definitively confirm that this is a project. The second question that she needs to consider is what is the problem or the challenge? One of Anne's biggest challenges in this project is to make a memorable day for the couple without any issues within an eight-week period. In taking a closer look at what Anne needs to achieve, she will need to consider how she will go about coordinating all the activities for this wedding event. The third question that needs to be dealt with is resourcing. That is, what do I need? Anne will need to consider all of the resources that she needs to get the project rolling. This would include human resources, suppliers, materials, and, most importantly, time. The last question that needs to be addressed in this phase is what are my options? Anne is an experienced event planner, and therefore has various options to consider. Before proposing these options, Anne needs to be clear on what type of wedding the couple wants. She can then suggest different options on a range of venues, themes, flower arrangements, wedding cakes, and wedding dresses. Once she has explored all options, she can then move forward. The concept of exploring multiple options in the initiation phase of a project is to ensure that a range of possibilities has been considered. Too often the default setting is returned to "what is" type of thinking, rather than going beyond what currently exists and thinking more innovatively about achieving project outcomes. So what is the benefit of spending time in this initiation phase of the project life cycle? Well, if you don't have clarity in terms of who, what, when, where, why, and how of the project and rush into the next phase, you will find yourself returning to initiation and rethinking all of your options, which will result in a waste of time, money,

and resources. Having a clear overview or high-level plan allows you to move smoothly into the next phase of planning without leaving any value on the table. In the following video, you'll hear from Rob, a project manager, who will talk us through his approach to project initiation.

When I am looking at initiating a project, I look at it from many perspectives. I look at it from the perspective of the organization for which I'm delivering the project or working on the project.

And I'm also looking at it from the perspective of the customer or the end user.

I look at it in those ways, because the organisation itself we consider as your internal customer, and then there's the obvious external customer

One of the many traps within executing a project is managing stakeholders.

I look at during the initiation phase is who are my stakeholders, both internal and external.

So other things I'm looking for during the initiation phase is getting an understanding of the scope of work

the requirements, the robustness of the requirements, the clarity of the requirements.

In my experience, there have been many projects where requirements have been poorly defined or not defined at all.

And when you get into latter stages of the project and you have a realisation that perhaps the requirements weren't properly defined or not delivering

what the customer really wants, the effort to address that
can be quite onerous.

Other things I look for during initiation is just to get an understanding of why we are here. What is this project really about?

1. What are the objectives and the goals of the project?
2. What is it that the organization is seeking out of the project?
3. What is the customer seeking out of the project?
4. What is the time frame that the project needs to be executed?
5. What is the available budget?
6. What are the resource allocations?

The purpose of the initiation phase of the project life cycle is to figure out what exactly it is you need to do, and then to consider a range of options to achieving the same outcome.

Without a clear understanding of what you need to do and the options that are available to you, you cannot proceed to the next phase.

Key questions you need to address would include is this a project? What is the problem that I need to solve? What to do I need? And what are my options to achieve the outcome?
Let us use our canvas as a workbench to develop our thinking. So where do we go from here? A good starting point is working through a high-level plan.

Take a bird's eye view of the overall project landscape, and visualize the various parts that will need to be completed. Now consider a number of different options to achieve the various outcomes.

This is also known as the project overview. Now that you're starting to get a better understanding of what is required, it is useful to set SMART targets.

SMART refers to making objectives more specific by ensuring they reflect five dimensions. SMART objectives help to reduce uncertainty, and clarify what will be achieved in the project.

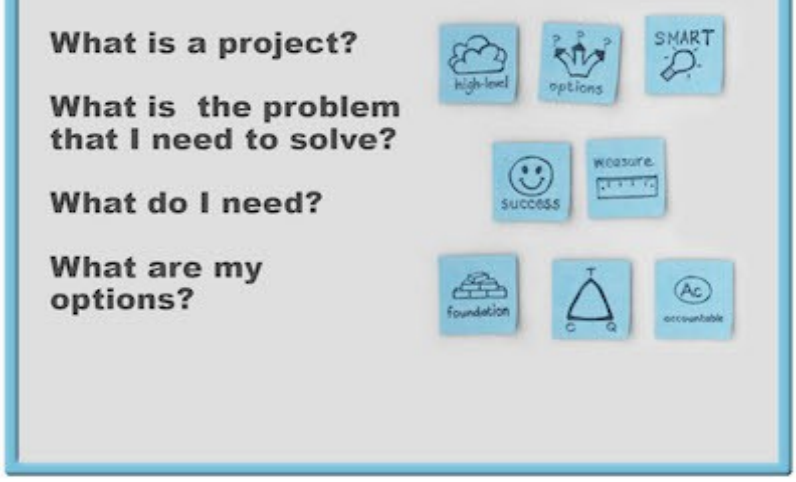
S- specific
M- measurable
A- aligned
R- realistic
T- time bound

From these objectives, you can start to develop success criteria which will determine what the project might look like and how success will be measured at the end of the project life cycle.

The initiation phase lays the foundation for the project. This is the formation of a triangle where scope is clear, and the elements of time, cost, and quality are understood. Also bear in mind that as a project manager, you are accountable for overall project delivery.

In order to be effective in managing your project, you will need to ensure that you are given the necessary authority within your organisation to call on other resources in the organisation.

Only once you have clear understanding of what it is you need to do in this phase are you ready to proceed to the next phase of the life cycle.



You're likely to have identified possible risks and the stakeholders you might engage with.

The best way to understand this phase of the project is that you, as the project manager, gain a bird's-eye view or a big picture view of what the project is before you begin to consider the available options to address the project outcomes.

The first question is on setting the project objectives. We have referenced the SMART acronym as a way to help set clear objectives.

What does SMART stand for, and why do we use it? The acronym SMART stands for specific, measurable, aligned, realistic, and time-bound. These are five dimensions that enable you to set clear and specific objectives that are challenging yet achievable, and set boundaries within which you can measure achievement. It is best practice to set a small objective so that all stakeholders are clear on what the stated project objectives are.

The next question that often gets asked is, what is the difference between assumptions, dependencies, and constraints of a project.

In project management, assumptions are factors that are either true, real, or certain that we'll need to consider in our forward planning with no proof of certainty, thus they may or may not eventuate. Assumptions affect the everyday phase of the project management life cycle.

Dependencies are relationships between specific tasks internal to the project. Thus, task B requires task A to be completed before task B can be started.

Constraints are the restrictions or limitations that will affect the performance of a project. Constraints are most often related to not being able to change a set schedule or approved budget.

The final question for this week is, I think I know what is required to undertake the project. Should I still be considering multiple options or approaches in the initiation phase? Shouldn't I just save time and start immediately?

The simple answer is no. Even though we might think we know what to do, it is important to take time out to first consider the big picture. Use creative thinking techniques like brainstorming to challenge yourself to generate multiple solutions to dealing with the problems or challenges in delivering this project. It is costly and time consuming to have to return to the drawing board later.